

Department: Office of Administration
Agency: Office Of Management and Budget
Job Announcement Number: OMB-09-37-SR

Overview

Economist

Salary Range: 60989 to 133543 USD Per Year

Open Period: 3/24/2009 to 4/23/2009

Series & Grade: GS-0110-11/14

Position Information: Full-Time Permanent

Promotion Potential: 15

Duty Location: Few vacancies - Washington, DC

Who May Be Considered:

Applications will be accepted from US Citizens, from current and former competitive service Federal employees, and people eligible under special hiring authorities.

Job Summary:

This position is located in the Office of Management and Budget, Office of Information and Regulatory Affairs (OIRA). OIRA oversees Federal regulations and information requirements, and develops policies to improve government statistics and information management. It is comprised of five branches: the Transportation and Security Branch; the Food, Health, and Labor Branch; the Natural Resources and Energy Branch; the Information Policy Branch; and the Statistical and Science Policy Branch.

****NOTICE: THIS POSITION MAY BE FILLED AT ANY GRADE LEVEL THAT IS ADVERTISED IN THIS VACANCY ANNOUNCEMENT.**

Please note the Quality Ranking Factors listed in this vacancy announcement. Failure to address these factors will result in you not receiving consideration for this vacancy.

APPLICANTS WHO QUALIFY UNDER SPECIAL HIRING AUTHORITIES INCLUDES:

- A preference eligible or a veteran who has substantially completed at least 3 years of continuous active military service and was separated from the military under honorable conditions (VEOA)
- 30% Disabled Veteran
- Veterans' Recruitment Authority (VRA)
- Employment Program for People with Disabilities (Schedule A)
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.

Duties

Major Duties:

This position is located in the Office of Information and Regulatory Affairs, Office of Management and Budget. Staff economists examine regulatory and information collection activity in all areas and activities regulated by the Executive Branch agencies, including transportation safety, homeland security, labor, public health, energy, environment, housing, healthcare, immigration, and civil rights. They are responsible for helping ensure that the objectives of Executive Order No. 12866 and the Paperwork Reduction Act are met, and provide analytical support to the

Administrator and Deputy Administrator on a variety of regulatory issues. Staff economists have responsibility for drafting reports on the benefits and costs of regulation and for monitoring and reviewing regulations and information requests issued by Federal agencies to determine whether they are consistent with the President's regulatory policy, Executive Order No. 12866, and the Paperwork Reduction Act. Day-to-day, they review and perform benefit-cost, cost-effectiveness, and other analyses of regulatory proposals. These duties require use of economic, statistical, and quantitative techniques.

Qualifications and Evaluation

Qualifications:

Basic Requirements:

- A. Degree: economics, that included at least 21 semester hours in economics and 3 semester hours in statistics, accounting, or calculus or;
- B. Combination of education and experience--courses equivalent to a major in economics, as shown in A above, plus appropriate experience or additional education.

Examples of qualifying experience include: (a) individual economic research assignments requiring planning, information assembly, analysis and evaluation, conclusions and report preparation; (b) supervisory or project coordination assignments involving a staff of professional economists, and requiring the evaluation and interpretation of economic information; or (c) teaching assignments in a college or university that included both class instruction in economics subjects and one of the following (1) personal research that produced evidence of results, (2) direction of graduate theses in economics, or (3) service as a consultant or advisor on technical economics problems.

Experience in related fields that did not involve the use and understanding of economic principles and theories may not be used as qualifying experience for these positions. Special attention on this point should be given to certain types of work that may or may not have provided professional economic experience. The following examples of work require special care in such determinations: (a) economic statistics; (b) industrial surveys; (c) management of individual business enterprises, including farms; (d) industrial planning; (e) writing or editorial work in economic subjects; and (f) financial market analysis.

Applicants must have a minimum of one year of specialized experience at a level of difficulty and responsibility comparable to the next lower grade in the Federal service. Specialized experience is experience directly related to the work of the position to be filled, which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position. Examples of specialized experience includes but is not limited to:

GS-11: One year of specialized experience equivalent to GS-09 level that demonstrates significant work experience as an Economist in the examples listed above.

GS-12: One year of specialized experience equivalent to GS-11 level that demonstrates significant work experience as an Economist in the examples listed above.

GS-13: One year of specialized experience equivalent to GS-12 level that demonstrates significant work experience as an Economist in the examples listed above.

GS-14: One year of specialized experience equivalent to GS-13 level that demonstrates significant work experience as an Economist in the examples listed above.

Note: EMPLOYEES MUST MEET ALL ELIGIBILITY REQUIREMENTS PRIOR TO DATE OF APPOINTMENT. If substituting Education for experience, Education requirements must be met within nine (9) months of the closing date of this announcement.

FAVORABLE SECURITY SCREENING: This position requires the selectee to be at least 18 years old and be able to obtain and maintain an Executive Office of the President (EOP) favorable security determination as a prerequisite to employment. EOP's offer of employment is conditional until the selectee passes a drug screen, pre-employment security interviews, appropriate credit checks, a criminal background record and identification check, and the EOP exercises its discretion to grant the selectee a favorable security determination. Any employment offer EOP management extends prior to a favorable security determination is merely tentative, and the EOP expressly reserves the right to rescind the tentative employment offer at any time before the selectee's start date.

DRUG TESTING: The applicant tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment. After appointment, the employee will be included in the component's random drug testing program.

DIRECT DEPOSIT: As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer.

How Will You Be Evaluated:

You will be evaluated based upon the responses you provide on the job specific questionnaire that is required as part of the application process for this position.

QUALITY RANKING FACTORS AND OTHER REQUIRED SUBMISSIONS:

Candidates must prepare, using specific examples, a brief description of their qualifications as they relate to each of the quality ranking factors listed below. Each candidate who meets the minimum qualifications will be rated and ranked based on their responses to the Quality Ranking Factors listed below. Failure to address WILL result in a rating of INCOMPLETE.

1. Highest academic degree (Ph.D. strongly preferred) earned in economics or closely related field.
2. Proven analytic skills and experience in economic analysis of domestic regulatory policy issues.
3. Demonstrated ability to present clearly ideas, conclusions, and recommendations, orally and in writing.
4. Ability to work independently and to organize work in a high-pressure environment so that diverse and conflicting work demands are met.
5. In the last five (5) years, have you separated Federal Civilian Service due to accepting a Voluntary Separation Incentive Pay (VSIP) or Voluntary Early Retirement Authority (VERA)?

BASIS OF RATING: No written test is required. Applicants will be numerically scored based on an evaluation of their experience/education as described in the application AND on their written responses to the Quality Ranking Factors Listed. FAILURE TO DO SO WILL RESULT IN A RATING OF INCOMPLETE.

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

Other Information:

STATUS APPLICANTS: Current Federal employees serving under permanent appointments in the competitive service, or former Federal employees with reinstatement eligibility, will be considered under the component's Merit Promotion procedures only if they submit their latest SF-50. If you do not submit your latest SF-50, you will be considered only under Delegated Examining procedures. Those status applicants who want to receive consideration under the competitive delegated authority procedures of this announcement, who submitted their SF-50 must submit two applications. Mark one application 'Merit Promotion' and the other 'Delegated Examining.'

NOTE: Applicants who do not indicate their lowest acceptable grade/salary will be considered only at the highest grade for which they qualify. For example, if you qualify at the GS-11 level, and you have not indicated that you would accept a lower grade, you will be only considered at the GS-11 level.

- Users of Telecommunications Devices for the Deaf (TDD) may call (202) 395-1160.
- Male applicants born after December 31, 1959 must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service Law.
- Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs.

How to Apply

How to Apply:

You must submit your application so that it will be received by the closing date of the announcement.

- Applicants submitting applications in postage-paid Government envelopes are reminded of the

legal prohibition against the use of such envelopes or other Government property for other than officially approved activities. These prohibitions are contained in 18 U.S.C.1719.

- Applications will not be returned.
- You must include the announcement number on your application.

HOW TO APPLY: THERE ARE 2 OPTIONS FOR APPLYING. It is imperative that your application contains the appropriate information and required documentation so a proper determination can be made of your qualifications.

INFORMATION REQUIRED ON YOUR RESUME: If you omit any of the required information specified in required information, your application will be rated INCOMPLETE.

Required information includes:

Announcement Number, title and grade(s) for which you are applying.

Full name, mailing address (with zip code) and day/evening telephone numbers (with area code). Giving your Social Security Number is voluntary. However, we may not be able process your application without it.

Country of Citizenship.

If you have ever been employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

High School name, city, state and zip code, date of diploma or GED.

Colleges and/or Universities attended, city, state and zip code.

Major field(s) of study.

Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience - paid or non-paid positions held related to the job for which you are applying.

Job title, duties and accomplishments, number of hours per week

Employers name and address.

Supervisor's name and phone number.

Starting and ending dates of employment (month and year), salary.

Indicate if your current supervisor may be contacted.

Job-related training courses (title and year).

Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)

Job-related certificates and licenses.

Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.)

Do not send copies of documents unless specifically requested.

APPLICATION OPTION 1 - EMAIL: Applications/Resumes and supplemental information (if applicable) will be accepted via email. Please submit your application to eopjobs@oa.eop.gov.

APPLICATION OPTION 2 - Fax to 202-395-1585/1194 the following:

(1) An Optional Application for Federal Employment (OF-612); or a resume; or the SF-171, Application for Federal Employment; or other written application format of your choice. Whatever format is selected, be sure to provide all of the information requested below. If you are using the online Resume Builder, this information will be included when you create and submit a resume.

Announcement Number, title and grade(s) for which you are applying.
Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).
Giving your Social Security Number is voluntary. However, we may not be able process your application without it.
Country of Citizenship.
If you have ever been employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.
High School name, city, state and zip code, date of diploma or GED.
Colleges and/or Universities attended, city, state and zip code.
Major field(s) of study.
Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience - paid or non-paid positions held related to the job for which you are applying.
Job title, duties and accomplishments, number of hours per week
Employers name and address.
Supervisor's name and phone number.
Starting and ending dates of employment (month and year), salary.
Indicate if your current supervisor may be contacted.
Job-related training courses (title a
We may hire at any of the grades shown in this announcement. You are encouraged to identify the grade level(s) or salary for which you wish to be considered.

If you are a current or former federal employee with reinstatement eligibility, you must submit a copy of your last Notification of Personnel Action (SF50) showing your position, title, series, grade and eligibility.

Contact Information:

Stephen Roby
Phone: 202-395-1088
TDD: 202-395-1160
Internet: eopjobs@oa.eop.gov

Or Write:
Office of Administration
Please do not mail application packages
Washington DC 20503
US

What to Expect Next:

Applicants will be notified of receipt of application and again at the point of selection/non-selection by the servicing personnel office.

Displaced employees requesting special selection priority consideration under the Interagency Career Transition Assistance Program (ICTAP). If you are a displaced Federal employee, you may be entitled to receive priority consideration under the ICTAP. To receive consideration you must:

1. Be a displaced Federal employee. The following categories of candidates below are considered displaced employees. You must submit a copy of the appropriate documentation such as RIF separation notice, letter from OPM, or a Certificate of Separation from your agency documenting your priority consideration status.

2. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement under section 8337 (h), or 8456 of title 5 United States Code;

OR

1. Current or former career or career-conditional (tenure group 1 or 2) competitive service employees who: received a specific RIF separation notice; or separate because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or retired with a disability and whose disability annuity has been or is being terminated; or upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a SF-50 that indicates "Retirement in Lieu of RIF"; or under the discontinued service retirement option; or was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

2. Be applying for a position at or below the grade level of the position from which you were being separated. The position must not have greater promotion potential than the position from which you are being separated.

3. Have a current performance rating of record (or last) of at least fully successful or equivalent (does not apply to candidates who are eligible due to compensable injury or disability retirement).

4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.

5. File your application by the vacancy announcement closing date and meet all the application criteria.

6. Be rated well qualified for the position. To be considered well qualified you must earn a score of 90 or above on the rating criteria developed for this position. Applicants must address the selective and quality ranking factors in order to receive a rating.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Veterans Information

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

Legal and Regulatory Guidance

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed.

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.